INSTRUCTIONS
2008-09 SCHOOL BUDGET RESULTS SYSTEM

Verification that the information transmitted by districts to the Department of Education via the DOENET reflects the approved 2008-09 budget that was certified for taxes and that the information agrees with that approved by the county office during the budget review process must be done using the paper copies of the budget submitted by the district. Trenton will periodically provide the four digit approval codes contained in the transmitted budget data for comparison to the paper copies. The county office will use the 2008-09 School Budget Results System on GREEK to report the approval code and budget status of the transmitted district budget data.

ACCESSING THE 2008-09 SCHOOL BUDGET RESULTS SYSTEM

The School Budget Results System can be accessed by county staff in the same manner used to access the Election Results System. Use PowerTerm or DOENET (whichever is commonly used in your office) to log in to your county account.

Each county account now accesses the same DOENET main menu as is displayed for the districts and charter schools. Choose item number 3, DOE Internal Applications to get to the proper submenu. The School Budget Results system is item number 4 on this menu.

DATA ENTRY

Use the **Up/Down Arrow** keys to scroll up and down between districts.

Use the **Tab** key to toggle between approval code and approved status fields.

Use the **Return** key to exit the data entry screen.

Both an approval code and a status code must be keyed for a district before you can move to another district or exit the data entry screen and a message will appear if both are not keyed. Also, the program will only allow one of the four status codes appearing at the top of the screen to be keyed or a message will be displayed. To change a code that has been keyed incorrectly, use the backspace key to delete the incorrect code and then key the correct code.

The four choices for the budget approval status code are as follows:

(1) **Final - Approved as Presented** - this code is used to report that the data transmitted by the district is the original base budget approved by the county office and that the budget was passed by the voters or approved by the board of school estimate. This would also be used to report those situations where the municipality certified the original tax levy presented to voters at the original request amount and made no reductions after the defeat of the budget at the annual election.

(2) **Final - No AFR** - this code is used to report that the data transmitted by the district reflects a reduced base budget from that originally approved by the county office. The reductions reflected were made by the district as a result of a negotiation process with the governing body(ies) following the defeat of the budget. The district will not be filing an application for restoration. The reduced budget has been reviewed by your office and is considered sufficient for T&E.

(3) **Tentative - AFR in Process** - this code is used to report that the data transmitted by the district reflects a reduced base budget from that originally approved by the county office. The reductions reflected were made by the district as a result of a negotiation process with the governing body(ies) following the defeat of the budget. The reduced budget has been reviewed by your office. The district will be filing an application for restoration of the reductions.

(4) Commissioner Decision - this code is used to report that the data transmitted by the district reflects that budget which was certified via the Commissioner's action in situations where the governing body(ies) of the district was (were) unable to reach agreement as to the amount that should be certified for the defeated budget. The budget was reviewed by the county office and verified for agreement with the terms of the Commissioner decision.

Separate Proposals
As a reminder, those districts with approved separate proposal amounts must submit a certified budget that merges the base and separate proposal tax levies and appropriation line items. The A4F will not reflect the correct amount to be certified if the separate proposal items are not added to the base. The above approval codes relate to the status of the base budget, regardless as to the status of the separate proposals.

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